

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
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6. Records Series Title

7. RETENTION PERIOD
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823E - DRUGS & MEDICAL DEVICES DIVISION-NARCOTIC TREATMENT PROGRAM

148	NARCOTIC TREATMENT PROGRAM APPLICATION (FDA 2632) & RELATED MATERIAL	1+AC+AV	1+AC+AV	C	O	PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
166	NARCOTIC TREATMENT PROGRAM STATUS REPORT AND PERMIT	3	3	C	O	PAPER, ELECTRONIC; PAPER RETAINED FOR ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT TWO MORE YEARS.
998	NARCOTIC TREATMENT PROGRAM CENTRAL REGISTRY	3	3	C	O	PAPER, ELECTRONIC; PAPER IS KEPT ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT TWO MORE YEARS.
1000	NARCOTIC TREATMENT PROGRAM OUT OF BUSINESS (OOB) FILES	1+AC+AV	1+AC+AV	C	O	PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
1642	NARCOTIC TREATMENT PROGRAM PATIENT FEE PERMITS	3	3	O	O	PAPER, ELECTRONIC; PAPER RETAINED FOR ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC KEPT TWO MORE YEARS.
2212	NARCOTIC TREATMENT PROGRAM FACILITY PERSONNEL INFORMATION	1+AC+AV	1+AC+AV	O	O	PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
2213	NARCOTIC TREATMENT PROGRAM REGULATORY EXCEPTIONS	1+AC+AV	1+AC+AV	C	O	PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.

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VITAL CODES (Field 11)

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2214	NARCOTIC TREATMENT PROGRAM MEDICAL RESPONSIBILITY (FDA 2633)	1+AC+AV	1+AC+AV	O	O	PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
2215	NARCOTIC TREATMENT PROGRAM COMPLAINTS - VALID	3	3	O	O	PAPER, ELECTRONIC; PAPER IS RETAINED ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS RETAINED TWO MORE YEARS.
2216	NARCOTIC TREATMENT PROGRAM COMPLAINTS - NOT VALID	3	3	O	O	PAPER, ELECTRONIC; PAPER IS RETAINED FOR ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT TWO MORE YEARS.
2217	NARCOTIC TREATMENT PROGRAM ADMINISTRATIVE PENALTY RECORDS	1+AC+AV	1+AC+AV	O	O	PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
2218	NARCOTIC TREATMENT PROGRAM SPECIAL INVESTIGATION RECORDS	1+AC+AV	1+AC+AV	C	O	PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
2220	NARCOTIC TREATMENT PROGRAM DEA/FDA LICENSING NOTICES	PM	PM	C	O	PAPER, ELECTRONIC; PAPER IS RETAINED FOR ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS RETAINED PERMANENTLY.
4923	NARCOTIC TREATMENT PROGRAM INSPECTION REPORTS	1+AC+AV	1+AC+AV	C	O	PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
4926	NARCOTIC TREATMENT PROGRAM SCHEDULE OF CONTROLLED SUBSTANCES & AMENDMENTS	PM	PM	O	O	X PAPER, ELECTRONIC; PAPER IS RETAINED FOR ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT PERMANENTLY.

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1.1.007	704	NARCOTIC TREATMENT PROGRAM WARNING LETTERS	1+AC+2	1+AC+2	O	R	O	X	PAPER, ELECTRONIC; AC=PAPER IS SCANNED THEN DESTROYED; ELECTRONIC IS KEPT FOR REMAINDER OF RETENTION PERIOD. VALUE ASSESSED AND MAY BE FILED WITH #4923 TO MEET PUBLIC'S CONTINUAL AND ONGOING NEED FOR INFORMATION ABOUT NARCOTIC TREATMENT PROGRAMS AND HEALTH/MEDICAL ISSUES.
1.1.007	5599	NARCOTIC TREATMENT PROGRAM INVESTIGATIONAL CORRESPONDENCE; 1ST CLASS & CERTIFIED	1+AC+2	1+AC+2	O	R	O	X	PAPER, ELECTRONIC; AC=PAPER IS SCANNED THEN DESTROYED; ELECTRONIC IS KEPT FOR REMAINDER OF RETENTION PERIOD. VALUE ASSESSED AND MAY BE FILED WITH #4923 TO MEET PUBLIC'S CONTINUAL AND ONGOING NEED FOR INFORMATION ABOUT NARCOTIC TREATMENT PROGRAMS AND HEALTH/MEDICAL ISSUES.
1.1.048	2219	NARCOTIC TREATMENT PROGRAM LEGAL RECORDS	AC+1+AV	AC+1+AV	O	R	O		PAPER, ELECTRONIC; PAPER IS RETAINED FOR AC+ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT AV, AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT OF WANT OF PROSECUTION OR ON A MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. AV=NEEDED FOR REGULATORY ACTIVITIES OR REVIEW. COURT CASES INVOLVING NARCOTIC TREATMENT PROGRAMS CROSS-REFERENCE EARLIER CASES, THEREFORE, THESE RECORDS MUST BE RETAINED AV TO MEET COURT REQUIREMENTS AND PUBLIC NEED FOR INFORMATION ON NARCOTIC TREATMENT PROGRAMS.
1.1.057	2222	NARCOTIC TREATMENT PROGRAM OR METHADONE RELATED TRANSITORY INFORMATION	AC	AC	O		O		OM, ORIGINAL MEDIUM RETAINED.

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1.1.060	2224	NARCOTIC TREATMENT PROGRAM PUBLIC HEARING RELATED VIDEO/AUDIO RECORDINGS	AV	AV	O	O	AUDIO, VIDEO; AV=NEEDED FOR REGULATORY ACTIVITIES OR REVIEW. RECORDS HAVE CONTINUAL AND ONGOING VALUE, AND RETENTION IS BASED ON NEED FOR RECORDS BY PUBLIC TO SOLVE HEALTH/MEDICAL PROBLEMS RELATED TO NARCOTIC TREATMENT PROGRAMS.
1.1.062	2223	NARCOTIC TREATMENT PROGRAM PUBLIC HEARING RELATED DOCUMENTS	2+AV	2+AV	O	O	PAPER, ELECTRONIC; PAPER IS RETAINED FOR TWO YEARS, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT AV, AV=NEEDED FOR REGULATORY ACTIVITIES OR REVIEW. RECORDS HAVE CONTINUAL AND ONGOING VALUE, AND RETENTION IS BASED ON NEED FOR RECORDS BY PUBLIC TO SOLVE HEALTH/MEDICAL PROBLEMS RELATED TO NARCOTIC TREATMENT PROGRAMS.

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